



Department: Animal Care Services
Title: Part Time Kennel Assistant
Supervisor: CACS Services Manager; CACS Enforcement Manager
Salary: \$7.47 - \$15.00
FLSA: Non-Exempt
Application Deadline: October 26, 2020

General Summary:

- Provides humane care and treatment to animals housed at the Columbus Animal Care Services Center
- Responsible for operating and maintaining the facility on a daily basis including:
 - cleaning,
 - proper feeding of animals,
 - minor maintenance,
 - intake of fines and fees,
 - preparation of paperwork, and
 - entering of data.
- Serves as a receptionist for the Columbus Animal Care Services Center, greeting visitors and accepting payments;
- Must be able to respond to complaints and requests for information as an initial contact to the Center.

Essential Position Responsibilities:

- Assists in the screening of potential adoption of pets housed at the facility and coordinates placement of pets with other agencies.
- Assists in the enforcement of animal related laws for the City of Columbus, which includes issuing warnings and citations to offenders of local and state animal related laws, interviewing individuals, and documenting complaint information.
- Educates the public in responsible pet ownership, animal related laws, and department policies and procedures.
- Assists in the supervision and scheduling of the shelter volunteer program.
- Performs disease prevention and first aid for animals housed at the facility, which includes administering medications, vaccinating animals, assisting or performing treatments,

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diagnostics and monitoring, draw blood, bandage changes, post-op checks, and suture removals.

- Assists in the evaluation and screening of animals that are housed at the facility.
- Assists with inventory control, ordering, unpacking, restocking drug and medical supplies.
- Assists and performs humane euthanasia and disposal of unwanted, sick or injured animals.
- Kennel Assistants may be required to work weekdays, weekends, and during holidays.
- Perform all other tasks and duties consistent with these job functions as directed or assigned by superiors.
- May be required to attend training sessions to obtain and maintain compliance with department standards (i.e. computer related training, etc.).
- Perform any other related assignment.

Job Qualification:

- Must be able to read personnel policies and procedures.
- Writing/typing skills are necessary.
- Must be able to effectively and courteously respond to complaints and requests for information from co-workers and citizens.
- Must follow all policies/procedures outlined in the City of Columbus Employee Personnel Booklet, Columbus Police Department General Orders, and Animal Care Services, Policies, Rules and Regulations and directives, as they apply to the Animal Care Services Center.
- Must have a good working knowledge of the proper handling, care and feeding of the varied species of animals handled by the Center.
- Ability to use sound judgment when not directly supervised.
- Ability to communicate and deal tactfully with the public in all types of situations.
- Ability to interpret and follow laws, rules and policies.
- Good working knowledge of basic office skills, including; reading, computer operations, typing, filing, writing of reports, maintaining records and basic math skills.
- Working knowledge of use of medications for animals, animal diseases and animal behavior.
- Must maintain physical ability to perform essential position responsibilities.
- Must maintain confidentiality.

Working Conditions and Physical Effort Required:

- Primarily indoors, around concentrated chemicals, loud noises, animal diseases, and odors, as well as, difficult confrontational situations in the office and on the telephone.
- Physical ability to handle and restrain large, aggressive and/or wild animals without injury to self, co-workers and the public.
- Physical ability to lift and carry 25 to 50 pounds frequently and 60 pounds occasionally.
- Minor cuts, scratches, bites and abrasions are a likely and probable hazard.

This is a part-time position and this employee is not provided with any benefits (such as health insurance, paid time off, etc.). This employee shall work no more than 1559 hours per year.

A part-time Kennel Assistant will work, on average, 20-29 hours a week, but may work as many as 40 hours a week, as scheduling is flexible.

Note: *This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, random testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing. Annual BMV and federal CDL clearinghouse inquiries are required and must be passed.

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The Human Resources office is offering telephone and email support if you need help with an application. Please call 812.376.2570 or email humanresources@columbus.in.gov.

The Human Resources office offers in-person support to applicants by appointment only. **We must keep to an appointment schedule to maintain social distancing of applicants and a mask is provided at City Hall and required for these appointments.**

Call 812.376.2570 to make an appointment. Applications can be submitted online <http://jobs.columbus.in.gov/> at any time until the application deadline.

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